



Request for Personnel Action Exemption (PAE) - Process Information -

Pursuant to Chapter 18A and Personnel regulations, the Personnel Cabinet reviews all agency actions submitted through the Kentucky Human Resource Information System (KHRIS). Based on the type of position and/or agency submitting the action, this additional process may be required before the Personnel Cabinet is able to conduct that review and complete any subsequent processing required by the action. Furthermore, depending on the position and/or agency, this process may also need to be completed prior to making requests through the Career Opportunities System (COS).

NOTE: The exemption that is being requested through this process is in light of the hiring freeze that has been in effect since January 2008.

Please see below for an outline of the positions/agencies and action types that this process DOES and DOES NOT affect, followed by instructions for completing the process.

POSITIONS/AGENCIES- This process APPLIES to the following:

- All Non-Merit/Unclassified Positions (regardless of agency).
- Merit/Classified Positions- All positions within any agency, under General Government, except those listed below:

Constitutional Offices

Unified Prosecutorial System (UPS)

Board members (not board staff)

Any Personal Service Contractors (PSCs)

- All Merit/Classified Technology Positions, as follows:

7301 – Production Technician I	7340 – Information Systems Supervisor	1234 – Microwave Technician Supervisor
7302 – Production Technician II	7341 – Information Systems Manager	1246 – KEWS Technician I
7303 – Production Specialist I	7360 – Programmer/Analyst I	1248 – KEWS Technician II
7304 – Production Specialist II	7361 – Programmer/Analyst II	1250 – KEWS Technician Supervisor
7305 – Production Specialist III	7363 – Programmer/Analyst III	1252 – KEWS Chief of Engineering
7306 – Production Specialist IV	7364 – Systems Analyst I	1270 – Telephone Installation/Maintenance Tech I
7307 – Production Coordinator	7365 – Systems Analyst II	1271 – Telephone Installation/Maintenance Tech II
7310 – Systems Support Technician I	7367 – Systems Analyst III	1272 – Telephone System Specialist
7311 – Systems Support Technician II	7368 – Application Security Administrator	1273 – Telephone System Supervisor
7312 – Systems Support Technician III	7370 – KHRIS Business Operations Specialist	1274 – Telephone Installation/Maintenance Tech III
7313 – Systems Support Technician IV	7371 – KHRIS Applications Develop. Specialist	9780 – Geoprocessing Specialist I
7314 – Systems Support Coordinator	7372 – KHRIS Basis Admin Specialist	9781 – Geoprocessing Specialist II
7320 – Resource Management Analyst I	7380 – Network Technician I	9782 – Geoprocessing Specialist III
7321 – Resource Management Analyst II	7381 – Network Technician II	
7322 – Resource Management Analyst III	7382 – Network Technician III	
7331 – Data Base Analyst IT	7384 – Network Technician IV	
7333 – Systems Technician Specialist IT	7385 – Network Analyst I	
7335 – Systems Consultant IT	7387 – Network Analyst II	
7337 – Systems Engineer IT	7388 – Network Analyst III	
	7390 – Network Engineer IT	

ACTION TYPES- This process APPLIES to the following:

- Establish/Fill New Positions
- Appoint/Fill Vacancy
- Change in Pay (Salary Adjustment)
- Re-hire (Re-employ/Re-instate)
- Position Number Changes, Internal/External (Promote/Detail)

THE PERSONNEL ACTION EXEMPTION PROCESS:

If based on the type of position and/or action you want to submit, your agency is required to follow this process, please complete the below steps before submitting anything through KHRIS and/or COS:

Completing the PAE Request Form:

Access the request document and select the appropriate form (Non-Merit/Unclassified or Merit/Classified) on the Personnel Cabinet's HR Website at <https://hr.personnel.ky.gov/>. Forms are located under Resources and are available in alphabetical order. Instructions for saving/titling and completing the request form are also available. Please be sure to complete the form as instructed, otherwise it will be returned without review.

Submitting the PAE Request Form:

1. All requests should be submitted via email, as indicated below, and must be in their original electronic format. Do not convert to PDF as the approval (or disapproval) will need to be added to the actual document.
2. Include any required documentation (noted on each form).
3. Subject lines of the email must match the title of the document.

Submit requests for the following positions/agencies to the **Personnel Action Approval mailbox** at PAA.Mailbox@ky.gov.

- All **Non-Merit/Unclassified Positions**, and
- **Merit/Classified Positions**- All positions within **General Government**.

Submit requests for the following positions to the **Personnel Action Request mailbox** at PERSActionRequest@ky.gov.

- All Merit/Classified **Technology** Positions/Jobs.

Exception- If the technology position is under General Government, please send to PAA.Mailbox@ky.gov.

- *What happens after the request is submitted?* Once the request has been submitted, it will be reviewed by the appropriate staff. If additional information is needed, the agency will be contacted. An email response will be provided as to whether or not the request was approved, along with a copy of the completed request form.

Next Steps for an APPROVED PAE:

The agency may now proceed with their requested action. If that action involves a non-merit/unclassified position or any staff attorney position, please review our [Non-Merit Guidance](#) for other potential pre-action requirements.

- **For requests involving COS:** After creating a requisition in COS, the approved PAE should be emailed to Cheri.Chambers@ky.gov with the Requisition # provided in the subject line of the email.
- **For requests involving KHRIS:** Provide a copy of the approved PAE in addition to any other back-up documentation (either attached to the HCMP form or via email/fax/mail), to the Personnel Administration Branch consultant.

NOTE: Approved PAEs are valid for four (4) months from the date of the approval. If expired before the action is completed, a new approval must be requested.

This process and requirement only applies to agencies that fall within KRS Chapter 12 and 18A; however, it should be noted that the following agencies are specifically excluded:

*Legislative Research Commission (LRC)
General Assembly
Administrative Office of the Courts (AOC)
Judicial Form Retirement Systems*

*Personal Service Contractors (PSCs)
County Clerks and Sheriff's Offices
Property Valuation Administrators (PVAs)
KRS Chapter 16
Dept of Ed- Adult & Tech Education*